

Date: _____

To: _____

[insert name of State Plant Health Director or State Plant Regulatory Official]

Recently _____ certified _____ to
(insert name of Authorized Certification Official (ACO)) *[name of product]*

_____ on Phytosanitary Certificate # _____ (attached). This
[name of country]

Federal plant export certificate has ☐ has not ☐ been reported as rejected by the importing country. The error(s) is/are checked below:

- ☐ Failure to sign the Federal plant export certificate.
- ☐ Certification of a prohibited or ineligible plant or plant product.
- ☐ Failure to follow an established work plan or conditions prescribed in an import permit.
- ☐ Failure to consult Phytosanitary Notes or other export job aids.
- ☐ Missing, incomplete, or incorrect required additional declaration; or recorded an unnecessary addition declaration.
- ☐ Certification of commodities from a non-approved field or treatment facility or failure to include treatment marks on boxes or the Federal plant export certificate.
- ☐ Certification of CITES materials at a non-designated CITES port.
- ☐ Issuance of an improper certificate.
- ☐ Failure to inspect a shipment or to follow an established inspectional procedure.
- ☐ Other (noncompliance with established Federal regulations, policies, procedures, bilateral agreements, protocols, Memorandums of Understanding, and international standards):

Our records indicate that this is the ACO's _____ warning this year. Future errors could result in suspending the ACO's accreditation (authority to issue Federal plant export certificates). Please forward to my office a letter explaining the error(s) and what corrective actions will be taken. This notice is intended as a corrective action to ensure the integrity of USDA's phytosanitary export certification program.

If you have any questions, contact me at _____.
(insert your phone number)

_____, Export Certification Specialist
(Signature of Export Certification Specialist)

Enclosure